

**State Advisory Committee (SAC) For Children with Disabilities**  
**Advising the NH Department of Education Per RSA 186-C:3-b**  
**Minutes for the meeting of November 14, 2012**

NH Department of Education

Room 12

**4:30pm - 7:00 pm**

**In attendance:** Janet Reed, Bonnie Dunham, Candace Cole-McCrea, Kestrel Cole-McCrea, Mike Pinard, Lynda Thistle-Elliott, Maureen Tracey, Susan Marcotte- Jenkins, Adrienne Evans, Catherine Meister, Sue Marcotte-Jenkins.

**Guests:** Denise Maher, Alan Pardy, Santina Thibedeau, Daniel Ward, Samantha Brend (vista volunteer), Ruth Littlefield.

**Agenda Item I:** *Welcome, Introductions and Approval of Minutes*

- Bonnie Dunham (chair) welcomed SAC members and asked for introductions.
- Maureen Tracey made the motion to approve the October 3<sup>rd</sup> minutes and Sue Marcotte-Jenkins seconded the motion. All were in favor with two abstentions.

**Agenda Item II:** *Public Comment*

- There was no public comment

**Agenda Item III:** *Subcommittee Reports* ~ Bonnie asked members to break up into subcommittee groups.

*Secondary transition:* Denise Maher, Kestrel Cole-McCrea

These are notes from Denise for the Secondary Transition subcommittee:

Unmet Needs:

1. More comprehensive information.
2. Unknown Programs – What's available and to who?
3. Access to the different programs
4. How do we develop a transition plan?
5. How do we word a plan clearly?
6. How do we implement the plan?
7. Start transition discussions earlier than 14 years old.
8. Make the plans comprehensive to person, family and teams.
9. Where to go to get transition information. (IE Resource list)

*Unmet needs of child with disabilities;* Maureen Tracey, Candace Cole-McCrea, Janet Reed, Lynda Thistle Elliott, Samantha Brend, Daniel Ward.

There was discussion on how a child is diagnosed and coded, and how parents and educators can feel more comfortable around this process. There is currently a behavioral health child plan working with area agencies,

early supports and services, behavioral health, and juvenile justice that is funded by a small grant. Santana participates on this committee. This subcommittee looked at data on ED (emotional disability), OHI (Other Health Impairment) and Autism categories. Maureen participates on the National Committee of Behavioral Health.

*Failed implementations of IEPs:* Adrienne Evans, Ruth Littlefield, Mike Pinard, Bonnie Dunham and Sue Marcotte-Jenkins.

**These are notes from the November 14<sup>th</sup> SAC meeting submitted by Sue Marcotte-Jenkins.**

- There isn't data specifically about the occurrences of failures to implement IEPs.
- How can parents be made aware that an IEP isn't being implemented?
- There are no consequences if the schools fail to implement services in an IEP.
- If schools try to let slip by a failure to implement IEP services, mistrust develops. It would be better for the schools to be more transparent about it.
- Bonnie has a letter from the OSEP that describes when an IEP service that is missed needs to be made up. It is specific, describing what must be done, or what isn't required, in specific circumstances such as when the service provider is away, or when the children are away on a field trip. It's the Copenhagen/Bachman letter. It reaffirms a similar letter that was sent out in 1995. Bonnie will share a copy with us. Neither parents nor the professionals seem to know the specific requirements regarding missed services.
- Parents should develop strategies to remind members about their responsibilities.
- Students with complicate social/family situations sometimes don't have parents who can keep on top of what is happening with their students' IEPs.
- Adrienne requires daily communications from the school. Bonnie developed an individualized form for daily communications with her son's schools (using checkboxes and asking specific questions on the forms help---don't have them be very open ended).
- Adrienne has threatened to send the schools a bill for private therapy services if they are on the IEP and missed and the schools don't come up with a plan for making up the missed services.
- It's a good idea to develop right from the start a back-up plan for IEP services that are usually hard to staff (such as speech therapy).
- It's important to catch a missed service as early as possible.

**Data needed:**

- How many/what % of complaints filed relate to failures to implement IEP services?
- What % of calls to PIC are related to IEPs? (Bonnie says this is available)  
Info from public forums and the like?
- Parents and school personnel all need to know what they're supposed to do when the services on an IEP are not provided.
- During the discussion with the full SAC, Santana said Indicator 15 of the APR will inform us about this topic. Indicator 15 in the APR from 2009-2010 can be found posted on our website.

**Agenda Item IV:** Correspondence, Announcements, Current Events:

- Bonnie encourage members to look at the calendar of events on the Parent Information Center website for workshops, trainings etc. at: [www.parentinformationcenter.org](http://www.parentinformationcenter.org)
- Maureen Tracey spoke on a NH Chronicle segment featuring Pinkerton Academy.
- Bonnie received a phone call from Dr. Glassman of Concord and expressed his concern of an increase in head injuries. He wants to get information out to the public about the increase and would like to come in and talk to SAC.
- Dick Cohen of the Disabilities Rights Center (DRC) would like to have the Bureau of Special Education report out about the Data Driven Report (DDR).

#### **Agenda Item V: Bureau of Special Education Update: Santina Thibedeau**

- Santina announced that Lynda Thistle Elliott and Samantha Brend (a vista volunteer) from the DOE, Office of Homeless Education, will begin the bureau update. Samantha has designed a brochure on homeless education and the McKinney-Vento Act. This informative brochure is to aid the department and the school districts with inquiries about costs of educating homeless students. The McKinney-Vento act protects children and youth with specific rights. They have the right to attend the district of origin and may be eligible to get transportation to school. Every school district in NH has appointed at least one liaison (not a funded position) to help in this process. This information needs to be posted on the districts website for the public's awareness. Lynda also summarized the McKinney Vento process. Often questions are around the residence issue and the last enrolled school. "Homeless" does not define neglect. Homeless students can be receiving IEPs and also receive an educational surrogate parent. Data is collected by the DOE and DHHS. Districts are required to post information for parents to see.
- Ruth Littlefield of the Bureau also reported on the recent FY'13 Memo #9 Preschool LRE Requirements and Data Reporting to OSEP. The memo is an updated and provides clarity around districts having or not having preschool students. Data will report on the settings for early childhood environments. The memo is available on the SSECT (Supporting Successful Early Childhood Transitions) website at <http://www.nhssect.org/> and the DOE website at: [http://www.education.nh.gov/instruction/special\\_ed/documents/fy13\\_memo9\\_preschool\\_lre\\_data\\_requirements.pdf](http://www.education.nh.gov/instruction/special_ed/documents/fy13_memo9_preschool_lre_data_requirements.pdf).
- Candace Cole-McCrea suggested the DOE website should also offer information in different languages. The Bureau does offer procedural safeguards in many languages on the DOE website. Candace also suggested posting the question: If you need help in another language to call this number.....Santina suggested the *"Unmet needs of children with disabilities"* subcommittee research it.

#### **Agenda Item VI: Old Business:**

- For the December meeting, please look at the "draft norms" for discussion with Renea Sparks.
- SAC schedule: There was discussion on whether to have a December meeting, as it was not scheduled. It was agreed to hold a meeting. Maureen Tracey made a motion to have the December meeting on December 5<sup>th</sup>. Janet Reed seconded the motion. All in favor.
- The December agenda will be shorter by having it from 5:00pm-7:00pm, to accommodate those attending the NAMI open house (invite SAC members to attend). Subcommittee reports will be the focus.
- SAC Logos: Kestrel Cole-McCrea will draft logos for SAC and bring to the January meeting.

- There will be discussion in January about periodically having the SAC meeting in a different location.

#### **Agenda Item VII: New Business**

- SAC Membership; there are several vacancies. Daniel Ward, Superintendent in Belknap Department of Correction has been recommended to fulfill the remaining term for Ross Cunningham who has resigned. Daniel introduced himself and spoke on how the County House of Corrections are building bridges into the community to provide educational services. There are two other nominees: Patrick Curtin, a student at RSEC, son of Donna Curtin (a SAC member) and Don Johnson, a student attending Concord schools, who is enrolled in NH leadership. Kestrel Cole-McCrea made a motion to nominate the two students for SAC membership. Janet Reed seconded the motion. All in favor to send the nominations.
- For the December meeting it was suggested to bring topics that SAC would like discussed or presented on by the DOE. Please email ideas or thinking points to Terry Stafford ([Terry.Stafford@doe.nh.gov](mailto:Terry.Stafford@doe.nh.gov)) or Santina Thibedeau ([Santina.Thibedeau@doe.nh.gov](mailto:Santina.Thibedeau@doe.nh.gov)). \* Will add 10 minutes for new and emerging points to the SAC agenda.

#### **Agenda Item VIII: Public Comment**

- There was no public comment

#### **Agenda Item IX: Adjournment of Meeting**

- Kestrel Cole-McCrea made the motion to adjourn. Janet Reed seconded the motion. All in favor. Meeting adjourned at 6:50pm.